

Minutes of Pre-Bid Meeting

Hiring of an Online Training Delivery Firm/Company for Provision of Trainers and Management of Online Training Delivery and Mentorship

Punjab Skills Development Fund

Date: March 04, 2026

The Pre-Bid Meeting for “Tender - Hiring of an Online Training Delivery Firm/Company for Provision of Trainers and Management of Online Training Delivery and Mentorship” was held on Wednesday, March 04, 2026, at 11:00 a.m. at PSDF Office, Lahore.

Agenda: Pre-Bid Meeting on and submission of bids on EPADS portal

Eight (10) prospective bidders attended the pre-bid meeting:

1. Mr. Hafiz Fiyaz Hussain from Ask Development (Pvt)
2. Mr. Hassan Azhar from Proactive Consulting
3. Mr. Habib Nawaz and Mr. Kamran Khan from KBM Institute of Vocational Training
4. Mr. Haroon-Ur-Rashid from Next Skill Iqbal Tourism
5. Mr. Haroon and Mr Ibrahim from Netroots Technologies
6. Ms. Misha Saleem from KCDC Textile & Vocational Training
7. Mr. Mehtab from Unlearn Pvt Limited
8. Mr. Tania Anny from Empowerment Training Institute (ECI)
9. Mr. Naveed (Air Commodore) from National University of Technology
10. Ms. Ayesha from Research and Solution

PSDF team provided a brief introduction of the tender document’s instructions and requested the prospective bidders to ask any queries they may have.

Following questions were asked during the meeting by the representatives:

1. Representative from KCDC Textile asked:

Could you please clarify whether the curriculum is already designed in the form of books or slides, or PSDF only provided an outline to the bidders to design the curriculum themselves?

Reply from PSDF Team:

PSDF will provide guidelines regarding curriculum design. However, it’s up to the bidder’s how they structured/designed the curriculum. The bidder must ensure that the curriculum is completed within a duration of six (6) months, as specified in the Scope of Work

2. Representative from Next Skill Iqbal Tourism asked:

How many trainees will be allocated to this project?

Reply from PSDF Team:

The total training target is **2,040 trainees** for **2 years**, allocated in batches of **400 trainees** per Training Service Provider(s) (TSP). PSDF reserves the right to increase or decrease the trainee allocation among the qualified TSP(s)

3. Representative from Next Skill asked:

Will the trainees be distributed among all bidders, or will they be allocated to a single bidder?

Reply from PSDF Team:

The total trainee target under this procurement is **2,040** for **2years**. The 1st Ranked Bidder will be awarded the contract on **Least-Cost Based Selection (LCBS)** for a batch of 400 trainees. This number may increase or decrease as per business requirement. Subsequent other qualified bidder(s) will be offered contracts at the same unit price quoted by the 1st Ranked Bidder until the target of training is fully met.

Reply from PSDF Team:

4. Representative from Research and Solution asked:

Is there any stipend allocated for trainees under this project?

Reply from PSDF Team:

Yes, a stipend of PKR 10,000 has been allocated for trainees under this project. The stipend will be disbursed after every two months. After the completion of each component of project, trainees will undergo an assessment. Only those trainees who maintain at least 80% attendance and achieve minimum of 50% in the assessment will be eligible to receive the stipend.

5. Representative from Research and Solution asked:

Could you please confirm the stipend amount provided per month?

Reply from PSDF Team:

The stipend amount is PKR 5,000 per month and will be disbursed to trainees after every two (2) months.

6. Representative from Research and Solution asked:

Kindly confirm the total trainees' target was 2,040 for 2years but we submitted the bid against 1,020 trainees because PSDF signed the contract for one year.

Reply from PSDF Team:

We specified a total trainee target of 2,040 for two years. Therefore, the Training Service Provider (TSP) must meet the total trainee target as outlined in the bidding document. Trainees are allocated based on the total target in the form of 400 batches over the two years, and these batches will be distributed among the qualified training service providers. It should be noted that the 400-batch number is not fixed, as PSDF may increase or decrease the total number of batches.

7. Representative from KCDC Textile asked:

Could you please clarify whether the Training Service Provider will be responsible for mobilizing the trainees, or if PSDF will handle trainee mobilization for this project?

Reply from PSDF Team:

PSDF will conduct the mobilization of trainees and provide them to the Training Service Provider. The Training Service Provider will only be responsible for hiring the trainers and mentors for the training.

8. Representative from National University of Technology asked:

What is the mechanism for trainees' mobilization and their assessment?

Reply from PSDF Team:

This is our flagship project, encompassing multiple projects under this PC-1. PSDF will have the following responsibilities:

- Conduct the mobilization of trainees.
- Hire firms for the training of the mobilized trainees.
- Hire firms to conduct assessments of the trainees.
- Hire firms to manage the LMS and provide LMS access to the trainees.

Training Service Provide just hire the trainer and Mentorship for their trainings.

9. Representative from U learn asked:

Is there a curriculum available for the trainers, and when will PSDF share it with the Training Service Providers?

Reply from PSDF Team:

After the awarding of the contract PSDF will share the curricula with training providers

10. Representative from KBM asked

Could you please confirm that in-person presentation mandatory, or does training service provider also join the presentation online?

Reply from PSDF Team:

The Training Service Provider cannot deliver the demonstration or presentation online and must visit the PSDF office to present in person. PSDF will schedule the presentation days and share them with the Training Service Provider during the technical evaluation.

11. Representative from U learn asked

Are bank statements allowed for this project?

Reply from PSDF Team:

No bank statement is not allowed for this project. Only complete **financial audited report** of financial year of **2023-24/2024-5** Or **tax return** of the financial year **2023-24/2024-25**.

Clarification Received On EPDAS

12. Representative from Research and Solution asked



Clarification Question

Kindly address our queries. 1. If we are applying as a consortium, do we need to provide the 8.2 Bidder's JV Members Information Form? 2. Kindly clarify the financial bid preparation. The total tentative trainee target mentioned in the bidding document is 2,040 for two years, whereas the contract period is one year. Should we prepare the financial bid based on the two-year trainee target or according to the one-year contract period?

Reply from PSDF Team:

If you are applying with consortium then you must provide the consortium agreement which is available in **Section XI** of the bidding document.

Furthermore, we specified a total trainee target of 2,040 for two years. Therefore, the Training Service Provider (TSP) must meet the total trainee target as outlined in the bidding document. Trainees are allocated based on the total target in the form of 400 batches over the two years, and these batches will be distributed among the qualified training service providers. It should be noted that the 400-batch number is not fixed, as PSDF may increase or decrease the total number of batches. For financial bid please follow the format of 8.9 financial bid form.

Note:

Please ensure the following documents are submitted to the PSDF office before **11:00 AM on 13 March 2026** and attach scanned copies of these documents to the technical envelope.

1. Eligibility Evaluation Fee (Bank Draft): Rs. 10,900
2. Technical Evaluation Fee (Bank Draft) = Rs. 15,500
3. Bid Security Draft = Rs 183,600
4. Affidavit attested by oath commissioner / notary public (as per form 8.5 of the tender document) on stamp paper of not less than Rs 100, declaring that.



On behalf of PSDF Procurement